Encrypting email through O365

When you need to send an email off-campus that contains PII (Personally Identifiable Information) or PCI (Payment Card Industry) information you need to encrypt that email to keep the information secure. Below are the following ways to send an encrypted email in O365.

OUTLOOK

Create a new email and on the Options tab you will see either "Permission" or "Encrypt" depending on your version of Office. Click the button to see the "Encrypt-only" option.



OUTLOOK on the WEB

You will see a new option to Encrypt on the top Options menu bar when creating a new message.



OUTLOOK on a mobile device

Mobile users will need to add [encrypt] to the subject line of their emails in order to send them encrypted.

To View the encrypted email

The off-campus email address will receive a similar email as the one below:

	testing	Inbox x			
	Christina R Lott to me +				
	Christina R Lott (clott@whitworth.edu) has sent you a protected message.				
		ê			
		Read the message			
	Learn about m	essages protected by Office 365 Message Encryption.			
	Privacy Statement				
	Email encryption powered Microsoft Corporation, On	by Office 365. <u>Learn More</u> le Microsoft Way, Redmond, WA 98052			

As long as you are expecting the secure message, click on "Read the message" to log in. **NOTE** – You can use any email service, such as Hotmail, Yahoo, or Gmail, to view encrypted messages. You can also sign in with a one-time passcode.

clott@whitworth.edu has sent you a protected message



Once logged in, you will be able to view the message and reply to the message.

Encrypted Message	×	+		10	
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CL Christina R Lo	ott <		>	\$	Reply all 🗸
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Encrypt: This message is er	scrypted. Kec	spients can't	remove encrypti	on.	
test					
Thank-you,					
Christian Latt					